Department of the Treasury

Division of Purchase and Property

NJSTART

Quick Reference Guide:

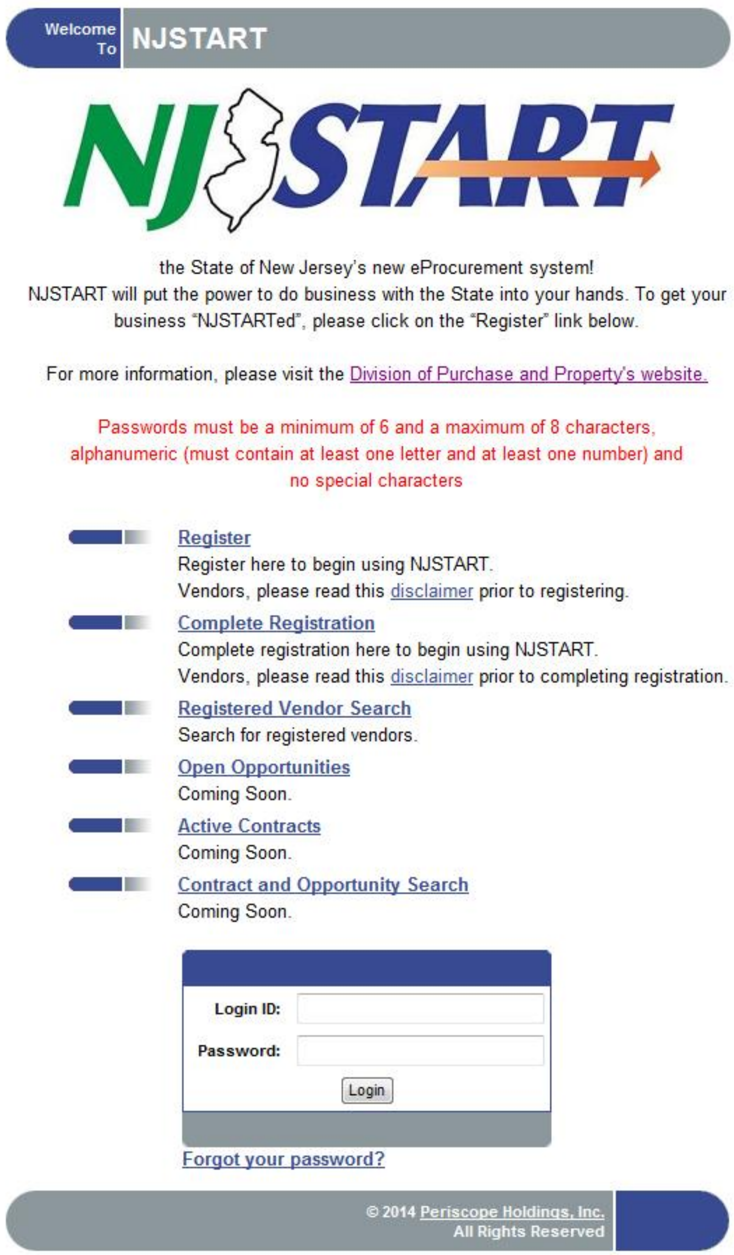
Adding and Maintaining Users on a Vendor Account

Once you have established an organization profile in NJSTART, you control how many users have access to perform administrative functions. Additional users can be set up to perform transactional functions, like submitting proposals, or receiving Purchase Orders. (Remember: the transactional portion of your profile will not be used until later in 2014.)

To get started, follow the steps below.

1.0 Navigate to NJSTART

To add a user for access to your organization's NJSTART profile, navigate to https://www.njstart.gov/. This will take you to the following welcome page:



Log in at the welcome page, using the ID and password created by your organization during the registration process. Share your passwords only with users within your organization that you would grant access to your system profile.

NOTE: The first time you login, NJSTART will prompt you to reset your password. For security purposes, this will only occur upon your initial log in. After you reset your password, you will be taken to your home screen.

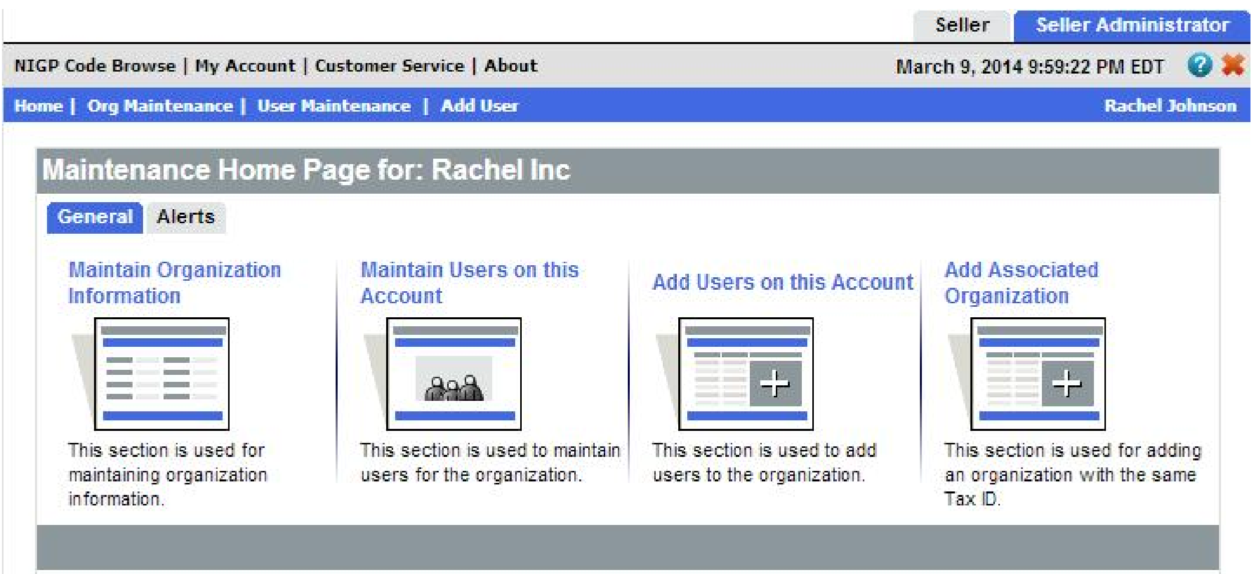
If you have forgotten your password, you may click on the Forgot your password link at the bottom of the screen and follow the instructions.

In case you have questions regarding the registration process at any point, you may contact the Vendor Administrators at the State.

Phone	Email
609-341-3500	njstart@treas.state.nj.us

2.0 Verify that you have Seller Administrator privileges

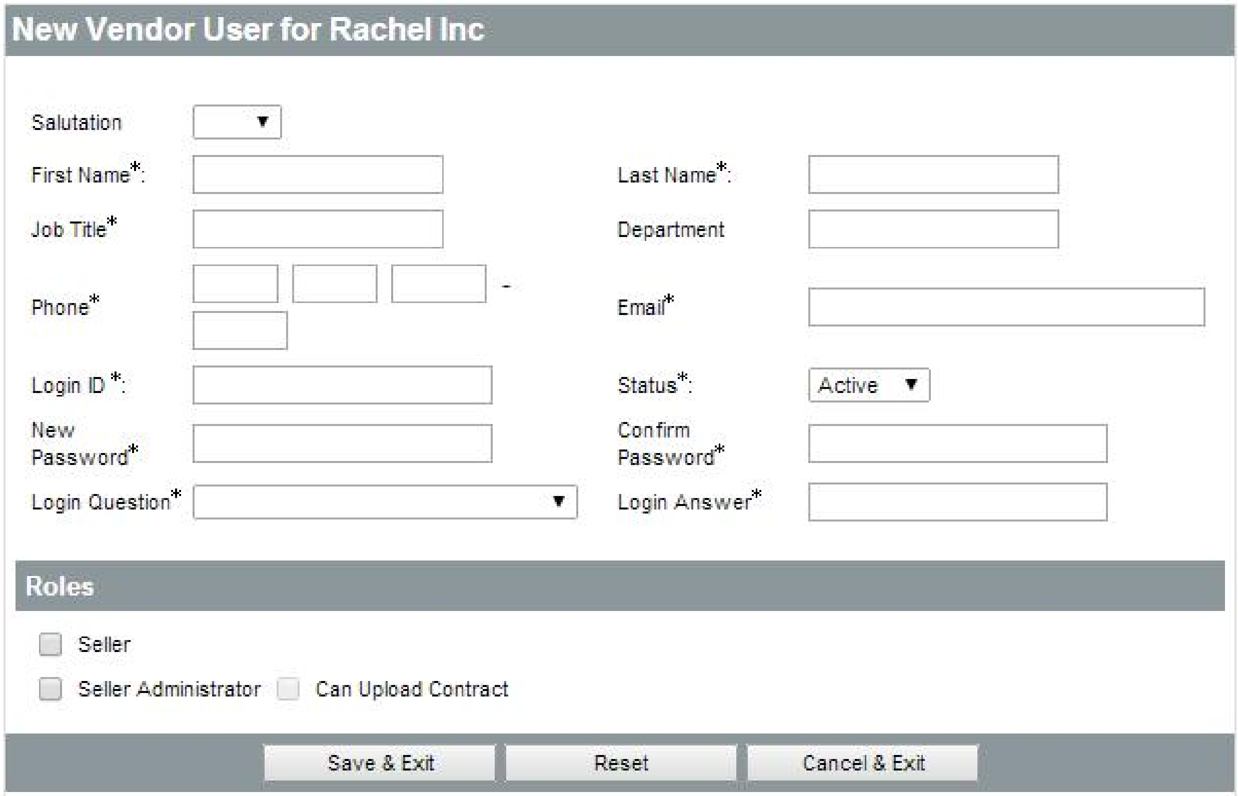
You should see the screen below. If you do, then proceed to step 3.0.



If you do not see the screen above, make sure you are in your Seller Administrator role (found in the top right hand corner of your screen). If you do not have Seller Admin privileges, you must request those rights from you organization's Seller Admin.

3.0 Click on Add Users on this Account

After you click on Add Users on this Account, you will see the screen shown below.



You must complete all required fields and select at least one role (see definitions below) before you Save & Exit.

NOTE: Once you have created the Login ID, it cannot be edited. If you need to change the Login ID, then you should inactivate the incorrect account and create another account to correct the error.

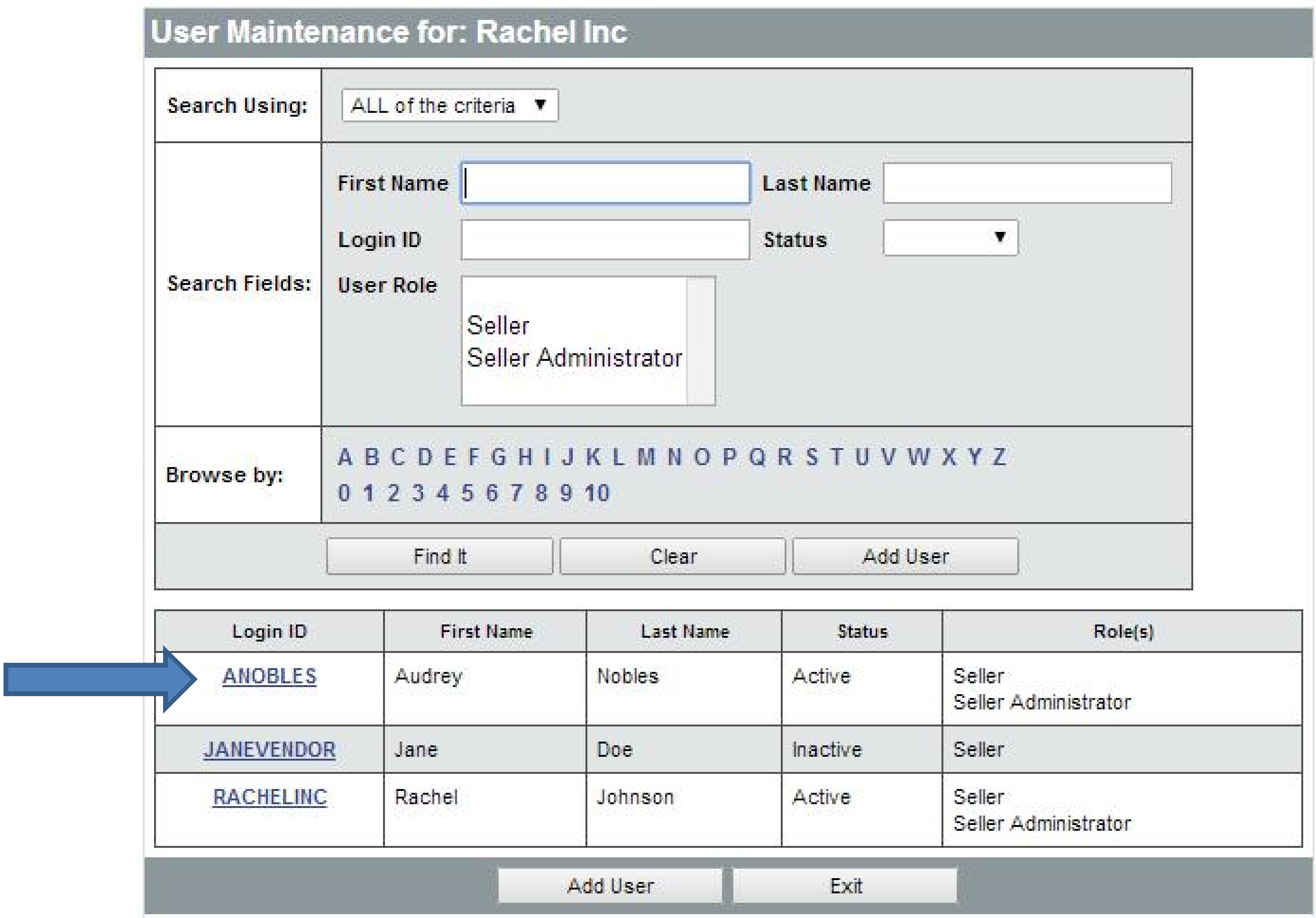
3.1. Roles

- Seller
  - The Seller role serves as the transactional role and should be given to users who will do one or more of the following:
    - View and respond to contract opportunities (including creating Quote Documents);
    - View Purchase Orders or any Change Orders; and
    - Enter Invoices.
  - This role will not be used until the second phase of the project.
- Seller Administrator

- The Seller Administrator role serves as the administrator of the organization's information including the following:
  - Maintain addresses, commodity codes, and other organization information;
  - Adding and maintaining additional users; and
  - Adding Doing Business As (DBA) organizations if applicable.

4.0 Click on Maintain Users on this Account

Once you have clicked on the Maintain Users on this Account icon, you will see a screen similar to the one below.



User Maintenance for: Rachel Inc

Search Using: ALL of the criteria

Search Fields: First Name | Last Name | Login ID | Status | User Role: Seller, Seller Administrator

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10

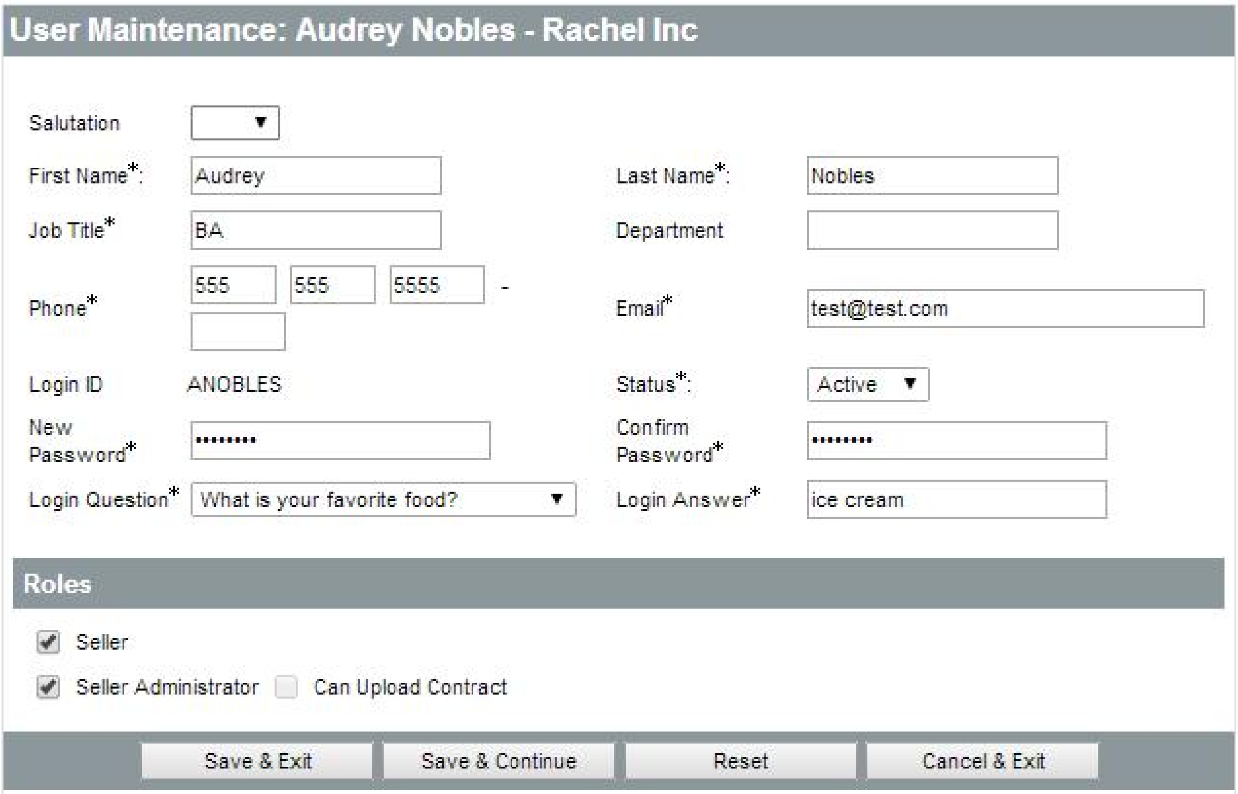
Find It | Clear | Add User

Login ID	First Name	Last Name	Status	Role(s)
ANOBLES	Audrey	Nobles	Active	Seller Seller Administrator
JANEVENDOR	Jane	Doe	Inactive	Seller
RACHELINC	Rachel	Johnson	Active	Seller Seller Administrator

Add User | Exit

Select the user whose profile you wish to edit/change by clicking on their user ID in the left hand column.

You will see their profile information that can be edited, which includes all information except the Login ID (cannot be changed.)



Once you have made any edits/changes, click on Save & Exit to save your changes and return to the user maintenance page.